STATE OF CALIFORNIA OFFICE OF THE ADJUTANT GENERAL P.O. BOX 269101 - 9800 Goethe Rd Sacramento, CA 95826-9101

CA ARNG Regulation No. 710-1

1 May 1994

Inventory Management CHANGE OF RESPONSIBLE OFFICER INVENTORY

- 1. PURPOSE. This regulation provides unit and organization level procedures for the conduct of property inventories incident to a change of command (Hand Receipt Holder/Property Book Officer) inventory.
- 2. SCOPE. This will be used in conjunction with those publications listed below as applicable to the appointment, assignment, and transfer of officers to command positions with responsibility for federal property.
- 3. REFERENCES. The following listed publications prescribe the requirements to be accomplished and delineates responsibilities of all personnel concerned with the change of responsible officer inventory.
 - a. AR 735-5, Unit Supply Update 14, 28 February 1994.
 - b. AR 710-2, Unit Supply Update 14, 28 February 1994.
- c. DA Pam 710-2-1, Unit Supply Update 14, 28 February 1994.
- 4. APPLICABILITY. This regulation applies to all California Army National Guard units, separate units, and detachments.
- 5. PROPERTY INVENTORY. A 100% physical property inventory, jointly conducted between the incoming and outgoing officers, is required prior to the assumption of command.
- a. Active Duty for Special Work (ADSW) funding is authorized to conduct the joint property inventory. The incoming and outgoing officers are authorized to use these mandays, with senior command approval. The incoming officer cannot delegate his/her authority to personally conduct the inventory. The outgoing officer may elect to have a representative in his/her behalf.
- b. Individuals other than the incoming or outgoing commander may be authorized use of change of command mandays only after prior approval by OTAG, CALG-SS.

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c. A total of six mandays are available for a change of command inventory. Additional mandays are normally not available but may be allocated in the event of an extreme need. Request for orders will be forwarded through logistics channels to OTAG, Attn: CALG-SS.

- d. Request for ADSW order must arrive at OTAG Attn: CALG-SS, 15 working days prior to the duty dates.
- e. Request for ADSW must include a copy of CALG Form 90-1-R (see Appendix B). Locally produced forms are acceptable substitutes if all the basic information contained in part one is present.
- f. Dates of ADSW should culminate with a cash collection voucher/statement of charges or a report of survey to account for all property. Assumption of command should follow immediately.
- g. Property inventory (Change of Hand Receipt Holder/Property Book Officer) will be conducted in accordance with AR 710-2, NGB Pamphlet 710-2-1.

6. RESPONSIBLE OFFICERS.

- a. Hand Receipt Holder (HRH). Commanders of units and detachments within the Battalion supply system and the Division Logistics System (DLOGS) are considered to be the principle HRH. No appointment is required; however, unit/detachment commanders are assigned on order by OTAG.
- b. Property Book Officer (PBO). Commanders of separate units and detachments are appointed as Property Book Officers.
- c. The responsibilities of HRH and PBO are delineated in Chapter 5 of AR 710-2-1.

7. CHANGE OF RESPONSIBLE OFFICER.

- a. Hand Receipt Holder:
- (1) Request for reassignment (change of command) of an officer who is a HRH, either in the battalion supply system or the DLOGS, will be forwarded through appropriate channels to OTAG, Attn: CAMP-OPMS.
- (2) An information copy of the request, along with original CA ARNG Form 310-4 (Request for Orders) for both the incoming and outgoing officer will be furnished concurrently to OTAG, Attn: CALG-SS.

(3) The outgoing PBO will notify OTAG, Attn: CAMP-OPMS that the incoming officer has assumed responsibility for the property immediately following the completion of the inventory. Orders announcing the command assignment will be published. The format shown in Appendix A to this regulation will be used.

b. Property Book Officer:

- (1) Request for reassignment (change of command) of an officer who is a PBO will be forwarded through appropriate channels to OTAG, Attn: CAMP-OPMS, with a copy furnished to the USPFO, Attn: CAUS-IR.
- (2) An information copy of the request, along with original CA ARNG Form 310-4 (Request for Orders) for both the incoming and outgoing officer will be furnished concurrently to OTAG, Attn: CALG-SS.
- (3) The USPFO will notify OTAG, Attn: CAAS-AO, that the incoming PBO has assumed responsibility for the property immediately following the completion of the inventory. Order announcing the command assignment will be published.

(CALG-SS)

BY ORDER OF THE GOVERNOR:

OFFICIAL:

TANDY K BOZEMAN Major General The Adjutant General

THOMAS LEWIS
LTC, GS, CA ARNG
Director of Information Management

DISTRIBUTION:

Α

APPENDIX A (Unit Heading)

(Office Symbols) (D	ate)
MEMORANDUM FOR: PBO	
SUBJECT: Report of Change of responsible officer inventory (hand receipt holder)	,
1. A change of responsible officer (hand receipt	
holder/commander) inventory of supply account	
maintained by <u>unit</u> was accomplished during the perio	d
date .	
2. The inventory was conducted by name , PBO, organization	<u></u> .
3. new commander has assumed responsibility for unit prope	erty
effective <u>date</u> .	
PBO signature block	
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TRAVEL WORK SHEET

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CAOT-TO(310-4)

CA ARNG Form 310-4R (1 JUN 94)

IEMORANDUM FOR: CAOT	
	Date
JBJECT: Request for Orders	
. Request orders for: Duty Travel	
a) Name:	
Last First MI	
b) Rank:	
c) SSN:	
d) Purpose:	
e) TDC:	
f) Dates:	
g) Duty Location:	١.
h) Mode of Travel:	
i) Government Quarters Available Yes	No
j) Government Rations Available Yes	No
k) POV Round trip mileage:	
. Special Instructions:	
. POC for this action is:	
Rank Name	Phone Number
Approved by:	
Signature	Date